

**EXECUTIVE SECRETARIAT**  
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Pers				
14	D/OLL				
15	D/PAO				
16	SA/IA				
17	AO/DCI				
18	C/IPD/OS				
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22					

SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks

#6; For appropriate action and direct response if necessary.

Executive Secretary  
28 Nov 88  
Date

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Executive Registry

84 - 9984

NOV 26 1984

Honorable William J. Casey  
Director  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Casey:

In October 1983, the General Services Administration implemented the new Government travel and transportation expense payment system. This program, which features Citicorp/Diners Club charge cards and Citicorp travelers' checks, is a response to recommendations made by the Interagency Travel Management Improvement Project, and the President's Private Sector Study Commission on Cost Control, to improve agency cash management and administrative practices.

To date, nearly 50,000 Diners Club cards have been issued to employees of 27 departments and agencies. We are concerned, however, by the slow response on the part of some departments and agencies either to implement the program in the first instance, or to expand beyond limited pilot efforts. Eventually, it is GSA's intent to virtually eliminate the use of administratively cumbersome Government Transportation Requests (GTR) in favor of charge cards. Moreover, we are under increasing direction to achieve substantial economies through more efficient cash management practices. The travel payment and expense effort serves both objectives.

Equally important is the wide array of monthly, quarterly and semiannual management information reports generated by Citicorp/Diners Club to each participating agency. For the first time, agencies are able to closely track and monitor their travel expenditures, patterns and habits and to better manage and control limited travel funds. GSA also receives summary reports which enhance our ability to negotiate even greater discounts for Federal travelers, thus helping you to stretch your Federal travel dollars.

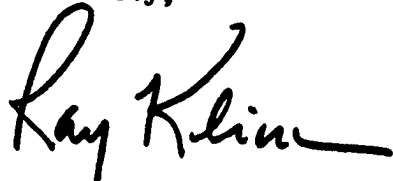
So that we might better plan our efforts to accommodate your needs and requirements, and to assure the timely implementation of this new effort within your agency, we would like to receive an indication of your plans and timetable for the initial implementation or expansion of the travel payment and expense system. Should you wish to meet with us to discuss this program in more detail, we would be most happy to do so at your convenience. Please ask your staff to direct their responses to Mr. Ivan Michael Schaeffer, Director of Transportation, Office of Federal Supply and Services, Washington, DC 20406. Mr. Schaeffer can be reached at 557-1273 if you would like to arrange a meeting in this regard.

DCI  
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We look forward to working closely with your staff to assist you in carrying out this important administration effort to improve travel management and assure the efficient use of taxpayer dollars. Your continuing support and cooperation is most appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Ray Kline", with a long horizontal flourish extending to the right.

Ray Kline  
Acting Administrator